



Sports and Fitness Center

Rental Fee Schedule and General Information

Contact Information

PINOLE SPORTS AND FITNESS CENTER

635 Tennent Ave. • Pinole, CA 94564 • (510) 724-9062 • sports@ci.pinole.ca.us

Rental Fees

	Pinole Organization	Non-Pinole Organization
2 Hour Minimum Gym Rental	\$120	\$160
Each Additional Hour	\$60/hour	\$80/hour
2 Hour Minimum Dance/Weight Room Rental	\$70	\$100
Each Additional Hour	\$35/hour	\$50/hour
2 Hour Minimum Entire Facility Rental	\$230	\$290
Each Additional Hour	\$115/hour	\$145/hour
Non-Profit Organization Gym Rental <i>(Must provide proof of non-profit status with IRS determination letter)</i>	\$45/hour	\$50/hour

Additional Fees and Security Deposit

Booking	\$50
Refundable Security Deposit	\$250
Minimum Insurance <i>(may be provided by renter's insurance company)</i>	\$160

* Hourly Rental Includes set-up & take down. *All reservations must be approved by the Recreation Director.*

Cancellation Policy

Cancellations within two weeks of rental date	50% of total fees
Cancellations within one week of rental date	100% of total fees

Cancellations must be in writing. The cancellation date is the postmarked date of the signed letter or the date the Recreation Director or designee receives the email or letter by personal delivery.

Facility Information

Sports and Fitness Center Gymnasium: Capacity approximately 600

- Equipped With:
 - One basketball full-court
 - Two basketball half-court
 - One regulation size volleyball court and net
 - Two smaller size volleyball courts and nets
 - Four badminton courts and nets
- Sports equipment not provided
- Other Available Facilities:
 - Dance Room: Capacity approximately 35
 - Fitness Room: Capacity approximately 35

* Please refer to the Facility Rental Agreement and Clean-up Agreement for further information and limitations.



Pinole Rental Facilities

Reservation Application

Applicant

Name of Applicant/Designated Person(s) in Charge: _____

Name of Organization/Group: _____

Address: _____

Street

City

Zip

Home Phone: (_____) _____ Work Phone: (_____) _____

Cell Phone: (_____) _____ Email Address: _____

Facility Rental Information

Activity: _____ Date (s): _____

Hours of Use: _____ to _____

Rental time includes set-up, clean-up, etc.

Total Attendance: _____ (Adults: _____ Teens: _____ Children: _____)

Is Event Open to the Public: _____ Is Admission Charged: _____ If Yes, Admission Cost: _____

Facility Use Restrictions

- Activities may not continue past 10:00p.m. and the facility must be cleaned and vacated no later than 11:00p.m.
- No smoking in the facility or on City/Pinole Middle School property.
- The City of Pinole is not responsible for lost or stolen items during the rental period.
- An adult must attend children at all times. One (1) adult must be present for every Fifteen (15) minors.
- Clean up food and beverage spills immediately and report to the Facility Attendant. Discard all trash.
- Security Deposit is required. Provided there is no damage to the facility or any exceptional cleaning, maintenance or security is required as a result of use, the deposit will be fully refunded. If for any reason the Pinole Police are called to secure the event, the applicant will forfeit the full security deposit.
- Certificate of Liability Insurance for \$1 Million is required, naming the City of Pinole as additional insured. This can be obtained through the City of Pinole.
- The applicant must properly clean the facility and all additional time spent by City Staff over basic rental period will be charged an hourly cleaning fee.
- Facility attendants are required at all times during a rental period.
- The applicant nor anyone else involved shall be admitted to the facility prior to the designated rental time.
- No storage is available before or after the event.
- Facility rental does not include access to or use of offices, lounge areas, non-authorized sound equipment or borrowing furniture from other areas.

Reservation Information

Reservations accepted on a first-come, first-served basis. Rental deposit and completed reservation application are due upon reservation request. It is the responsibility of the applicant to clean the area after use (please see Clean-Up Agreement for details). It is the responsibility of the user to take all necessary precautions to maintain a safe environment for the planned activity.

The City of Pinole retains the right to withhold use if individuals or organizations have rented in the past and had incidences of significant damage, vandalism or security issues OR if the Recreation Director and his/her designee determines the use may not be in the best interests of the City of Pinole.

Reservations must be made at least one (1) week in advance. The facilities can be reserved no more than one year in advance. Required for rental: 1) Rental Application and Required Documents 2) Security Deposit and Rental Fees 3) Certificate of Insurance 4) Proof of Non-profit Status (if applicable).

Applicants must be 1) 21 years of age 2) Primary sponsor of the event 3) Present during the entire duration of the event. Resident rates are for people who live or own property in Pinole and identification confirming residence will be required.

The applicant hereby agrees to hold the City of Pinole, its City Council and commissions, the Pinole Sports and Fitness Club Board of Directors, the individual members thereof and all the officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during, or caused in any way by, such use or occupancy of facility.

Applicant further agrees to furnish such liability or other insurance for the protection of the public and the City and any officer and employee thereof, as the City may require. Applicant agrees to be personally responsible for and to reimburse the City for any damage to the facility including furniture or equipment occasioned by or growing out of the use or occupancy herein requested.

Please sign and date below to acknowledge receipt of Pinole Rental Facilities information. I have read and understand the Rules & Regulations and agree to comply.

Applicant's Signature: _____ Date: _____

Approved By (City Employee): _____ Date: _____



CITY OF PINOLE FACILITY RENTAL CLEAN-UP AGREEMENT

I understand that I must be present at the beginning of the rental time, and must be present at the end of the rental time for inspection. I agree to walk facility including restrooms with facility staff prior to and after event to review any current or new damage to facility, which may have occurred during my rental.

The following requirements are asked of me:

- You are responsible for the clean up and condition in which you leave the facility. In cases where indoors and outdoors property has been damaged or abused beyond normal wear, you will be billed for all damage and additional clean up..
- Sweeping the facility floors.
- Spot mopping gym floor, hallways, lobby and restrooms to remove debris and spills.
- Removing all litter from facility area. Bagging and carrying trash to dumpsters.
- You are responsible for ensuring that the restroom areas are clean and that no materials are left on the floor, or graffiti on restroom stalls.
- No furniture, dishes, food, beverages or decorations may be left in the facility overnight.
- Only masking tape is permitted. Use of tacks, nails, pins, scotch tape, duct tape, or staples is PROHIBITED.
- Smoke or mist machines are prohibited in all City facilities.
- Absolutely no confetti, glitter, sequins, rice or birdseed allowed in any City facility.
- Parking availability is not guaranteed and on occasion may be quite limited.
- Lit candles, lanterns or open flames are NOT allowed in any City facility.
- If for any reason that the Pinole Police needs to be called you will forfeit the full deposit.
- Only the number of guests stated on contract shall be admitted.
 - Pinole Sports and Fitness Center Gymnasium
- No alcohol is permitted in City/Pinole Middle School parking lots.
- No smoking in the facility or on City/Pinole Middle School property.
- You are personally responsible for and will reimburse the City for any damage to the facility, parking lot and immediately surrounding areas including furniture or equipment.
- You are responsible to take all necessary precautions to maintain a safe environment for the planned activity to ensure there is no misconduct.

I understand that failure to comply with this agreement may lead to losing portions and/ or all of my rental deposit, which in some case may exceed the deposit amount. I have read and understand the cleaning requirements of the City of Pinole Recreation Department. I further understand that even if I delegate these responsibilities to other members or service agencies for which I have contracted, I still have the ultimate responsibility to return the facility to its original rental conditions.

Applicant's Signature: _____ Date: _____



City of Pinole Recreation Department Using Homeowners Certificate of Insurance for Event Liability Coverage

A Certificate of Liability Insurance is required for all City of Pinole Facility rentals. This can be acquired by either purchasing a Certificate of Liability Insurance through the City of Pinole or providing one through the renter's personal Homeowners Insurance.

If a Certificate of Liability Insurance is acquired through a personal Homeowners Insurance, the following stipulations are required:

1. The Certificate must list the City of Pinole as Additional Insured.
2. The Liability is a minimum of \$1million dollars for each occurrence of Property Damage and Bodily Injury.
3. The Certificate must list the facility rental LOCATION and DATE of rental.
4. The Certificate must state the name of the insured, which must be the same name as the primary renter of the facility.
5. The Certificate must state the Homeowner Policy Number.
6. The Insurer must be acceptable to the City of Pinole.

City of Pinole Facility Rental Location:

Pinole Sports and Fitness Center – 1575 Mann Drive. Pinole, CA 94564



City of Pinole

Park and Facility

Sound Permit Application

For Office Use Only	
Permit Issued By:	_____
Date:	_____
Copies Sent to:	_____
	<input type="checkbox"/> PD <input type="checkbox"/> PW <input type="checkbox"/> Rec <input type="checkbox"/> Applicant
Special Conditions of Permit:	_____

A City of Pinole Park Reservation must be complete before the Sound Permit Application will be approved. All approvals are at the discretion of the Recreation Manager or his/her designee.

Applicant

Name of Applicant/Designated Person(s) in Charge: _____

Name of Organization/Group: _____

Phone: _____
 Home Work Cell

Activity

Check Type of Activity: Private Party Fundraising Event Community Event

Expected Number of People: _____ Children _____ Teens _____ Adults

Date: _____ Day of Week: _____ Hours: _____ to _____

Location of Event: Fernandez Park Pinole Valley Park Recreation Facility Sports and Fitness Center

Type of Sound Amplification: Live Band DJ Portable Stereo Other _____

SOUND PERMIT POLICY

The following policies have been developed to assure that amplified music and/or sound at City of Pinole parks and facilities is maintained at a reasonable level and is not disruptive to the residential neighborhood.

1. A permit must be issued by the Recreation Department for the use of amplified music and/or sound at any City park or facility. Permits will not be approved if the sound may interfere with Recreation programs or unreasonably disturb the residential neighborhood.
2. The level of amplified music and/or sound must be limited to reach only the immediate audience.
3. Music and lyrics must be appropriate for all ages and not include any obscene language or references.
4. Speakers must be positioned carefully in order to prevent sound from disturbing persons not in the immediate area. Atmospheric conditions, such as clouds and overcast, can greatly influence the effect of amplification. The set-up should be carefully checked before each event and monitored occasionally during the event by the Designated Person in Charge.
5. Amplified music and/or sound is generally permitted in Fernandez Park, Pinole Valley Park, Recreation Facilities and Sports and Fitness Center in accordance with the conditions listed above. All other areas are by exception only from the Recreation Manager or his/her designee.

AS CONTACT PERSON FOR THIS EVENT, I HAVE READ ALL APPLICABLE SOUND PERMIT POLICIES AND AGREE TO BE PRESENT AT THE ENTIRE EVENT AND BE RESPONSIBLE FOR THE ADHERENCE TO THESE POLICIES.

I UNDERSTAND THAT IF ANY NOISE DISTURBANCE OR INAPPROPRIATE/OBSCENE MUSIC COMPLAINTS ARE RECEIVED FROM RESIDENTIAL NEIGHBORS, PARK USERS OR CITY STAFF, THE CITY OF PINOLE HAS THE AUTHORITY TO IMMEDIATELY TERMINATE THE AMPLIFIED MUSIC AND/OR SOUND FOR THE DURATION OF THE EVENT AND THE EVENT MAY BE SHUT DOWN BASED ON THE SEVERITY OF COMPLAINTS.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____

SOUND PERMITS ARE ENFORCEABLE BY THE PINOLE POLICE DEPARTMENT

